

Office of the Comptroller



Training Information

Training Schedule FY2004

The Office of the Comptroller provides training and helpline service for knowledge workers in the operation of statewide accounting, reporting and payroll applications including, the Massachusetts Management, Accounting and Reporting System (MMARS), the Payroll Cost Reporting System (PCRS) and the Commonwealth's Information Warehouse.

The Training Schedule contains the class description, prerequisites, target audiences and website address for those classes available on-line. Due to the NewMMARS implementation scheduled for this spring we are providing training on an as-needed basis. We will continue to support current MMARS via the Help Desk and accommodate requests from department MMARS Liaisons for staff training on a request-only basis.

All classes are scheduled at the request of the MMARS Liaison. A two-week notice is requested, although accommodations will be made for those departments with special issues. If interested, call Nancy Ziemiak at (617) 973-2423 or Email:

Registrar@osc.state.ma.us

Registration Information

The MMARS Liaison sign-off is required for anyone registering for OSC training. Registration is accepted via email at Registrar@osc.state.ma.us, via fax (617-727-2163), or via phone (617-973-2303). A complete list of MMARS Liaisons is available on the Office of the Comptroller's Web page: <http://www.state.ma.us/osc>.

Unless specified in the course description, all classes will be held at One Ashburton Place in Boston. One Ashburton Place is located behind the State House. It is best reached by public transportation. Park Street, Government Center and North Station are just a short walk away. Just head up towards Beacon Hill. We are directly across the street from Suffolk University.

The Office of the Comptroller schedules both full and half day training classes. If a student arrives at break time or later, OSC Policy is to reschedule the student for the next available class or allow the student to participate as an observer.

Building an On-Line Community of eLearners

The Comptroller's mission over the next year is to work with departments to build an **online elearning community** that works for you. We seek to develop an online community where staff can comfortably and confidently turn for training, support, and the fellowship of their colleagues. We seek to develop an elearning community where learners can control and improve their ability to perform their job responsibilities efficiently and with high standards.

A teaching approach called "Blended learning" may offer the best of both worlds. Blended learning is a new concept that has emerged with the onset of elearning. It is training delivered over the internet, which also combines more traditional methods of teaching. The internet-delivered content is learner-driven and self-paced.

From the Comptroller's perspective, elearning is an asset, which enhances our opportunity to interact with our existing community of departments and agencies. During the coming year our office will be working towards developing a virtual learning community, so that groups of people who share the common interest of working with the Commonwealth's financial and reporting system can come together on-line to take part in new learning and support services.

We are confident that elearning offers many advantages to departments. We invite you to be part of an exciting process as the Comptrollers Office moves forward to upgrade the state's centralized financial database, and as we begin to build an enhanced training and support model to assist staff moving into the financial and accounting system of the future.

Keep up-to-date on NewMMARS progress, events, and activities. Visit http://www.osc.state.ma.us/newMMARS/news_ctrDesk.asp?pg=ctrDesk for the latest news

Introduction to State Finance

An overview of the basics of state finance is presented in this course. All new employees of the Commonwealth or existing Commonwealth employees new to the MMARS or Payroll systems will be given an overview of the structure of State Government; the Budget cycle; and key vocabulary terms. Participants will also be given an overview of MMARS and State Finance Law; will learn to navigate to view financial and reporting information. **(CPE Credit 6)**

Prerequisites: None

Target Audience: New or existing Commonwealth employees new to the MMARS or Payroll systems.

Elearning: module available on CTR website: <http://www.state.ma.us/osc/Training/Tutorials/tutorials.htm> and [http://www.state.ma.us/osc/Training/Vtour/Intro MMARS.htm](http://www.state.ma.us/osc/Training/Vtour/Intro_MMARS.htm)

Appropriation Document Processing

Participants in this course will learn how appropriated dollars are tracked in MMARS as well as the data entry of appropriation documents. Topics include examining the process beginning with the loading of House 1 and all of the corresponding MMARS documents and reports. **(CPE Credits 3)**

Prerequisite: Introduction to State Finance

Target Audience: Fiscal Budgetary Staff

MMARS Payee (Vendor) Training

Payee Update Processing: Payee Self Service Clinic

Participants will use this learning lab to receive assistance in entering or modifying payee information in PSS. MMARS Payee Self Service (PSS) is the Office of the Comptroller's new web enabled MMARS Payee application for managing payees (vendors) in MMARS. Prior to the clinic participants must complete the eLearning Modules available on the Comptrollers website. The eLearning Modules provide instruction on how to enroll new payees and update existing payee records, including legal information, remittance addresses, and electronic funds transfer via the Intranet.

Prerequisites: Introduction to State Finance & Payee Self Service eLearning Modules

Target Audience: MMARS system users/managers/supervisors

Elearning: modules available on CTR website: <http://www.osc.state.ma.us/Training/training.htm>
(Available only for agencies within MAGNET)

Vendor Update Processing: MMARS

Combines the policy and procedures of Vendor Updates (VU) with the data entry of the documents into MMARS. Navigation through affected tables teaches participants the impact of transactions on MMARS files.

Prerequisites: Introduction to MMARS (eLearning module)

Target Audience: Department staff not using the Payee Self Service web application to enter vendor information in MMARS

Elearning: independent study guide available on CTR website:
<http://www.state.ma.us/osc/Training/Tutorials/tutorials.htm>

MMARS Purchasing & Payments

Purchase Orders and Payments

Planned Obligations and Payment Vouchers will be covered in detail and as well as reports. This course combines the policy and procedures of MMARS documents with data entry of the documents into MMARS. Navigation through affected tables teaches participants the impact of transactions on MMARS files. **(CPE Credit 3)**

Prerequisites: Introduction to State Finance

Target Audience: MMARS system users and/or managers and supervisors.

Elearning: Independent Study Guide available on CTR website:
<http://www.state.ma.us/osc/Training/Tutorials/tutorials.htm>

Purchasing of Goods

Purchasing staff will learn the Comptroller policy and procedures to purchase goods for their department. Participants will view the purchasing tables, learn how to look up the required coding information and enter purchasing input documents into MMARS.

(CPE Credits 5)

Prerequisite: Introduction to State Finance

Target Audience: Purchasing/Procurement Staff.

Elearning: Independent Study Guide available on CTR website:
<http://www.state.ma.us/osc/Training/Tutorials/tutorials.htm>

Contracting: Service Contracts

Students are introduced to the requirements of state contracting, including the proper use of object codes for contracts, as well as how to enter and track a contract through MMARS.

(CPE Credit 5)

Prerequisites: Introduction to State Finance

Target Audience: Service Contract Officers

Elearning: independent study guides available on CTR website:

<http://www.state.ma.us/osc/Training/Tutorials/tutorials.htm>

Information Warehouse

Designing Information Warehouse Queries Workshop

At this workshop, end-users will gain a basic understanding of the Information Warehouse and what data is stored in the Information Warehouse. End-users will learn the steps to building successful queries. This is a ½ day lecture/small group work training session. Participants will not use PCs during this training.

(CPE Credits 3)

Prerequisite: Knowledge of Financial and Accounting Data (MMARS)

Target Audience: MMARS end-users.

Processing Information Warehouse Queries

End-users will learn to build MMARS queries using MS Access. After completing this training, end-users should have the necessary skills to create and build queries to retrieve MMARS data from the Information Warehouse.

(CPE Credits 3)

Prerequisite: Completion of Designing Information Warehouse Queries Workshop, windows skills, familiarity with Microsoft Access, and knowledge of MMARS before attending this class.

NOTE: Information Warehouse security is a requirement for this training. End-users must bring their own security codes to this training. User Id's and passwords will not be provided due to system security issues.

Federal Grants

This course instructs participants in the process for the requirements of proper documentation for federal grants information in the state's centralized financial system (MMARS).

(CPE Credits 3)

Prerequisite: Introduction to State Finance

Target Audience: Federal Grant Staff

Contracting: Lease Orders

Students are introduced to the requirements of lease orders, including the proper use of object codes for leases, as well as how to enter and track a lease order through MMARS. Topics include: Lease Orders and Modifications along with reference tables that are related to lease ordering.

(CPE Credit 5)

Prerequisites: Introduction to State Finance

Target Audience: Service Contract Officers

Time: On-Request

Elearning: independent study guides available on CTR website:

<http://www.state.ma.us/osc/Training/Tutorials/tutorials.htm>

Interdepartmental Business Training

This training is for processing and monitoring interdepartmental business transactions (IE or IV), for Chargeback or Buyer Department users. Chargeback departments have been granted specific legislative authorization to charge other state departments. Buyer departments are those that purchase goods and/or services from other departments with payments made through an interdepartmental voucher in MMARS.

Prerequisite: Introduction to State Finance

Target Audience: Authorized Chargeback Departments should attend the Chargeback Training and Buyer Departments should attend the Buyer training.

Elearning: independent study guides available on CTR website:

<http://www.state.ma.us/osc/Training/ieiv/ieiv.html>



The Comptroller's Training Team:

Nancy Ziemiak, Manager

Kathryn Dow, Trainer

Kristine Drea, Trainer

Elizabeth Faherty, Trainer

Bobbi Kaplan, Trainer

Anita Lipsett, Trainer

Processing Information Warehouse Queries Using MS Excel:

Participants learn how to build and run queries using MS Excel

Billing and Accounts Receivable Courses

BARS System Use:

Document processing for staff that uses BARS at the detail, or summary level.

Elearning: modules available on CTR

http://www.state.ma.us/osc/Training/bars/BARS_elearning.html

Multi-Party Billing:

Participants learn to use the BARS Multi-party functionality in MMARS.

BARS Payment Plan:

Participants learn to use the BARS Payment Plan functionality.

PCRS Courses

These classes teach participants how to process payroll data in the Payroll Cost Reporting System (PCRS). PCRS works in tandem with HR/CMS and MMARS. PCRS provides an integrated, centralized system that allows departments to better manage payroll accounts as well as employee cost accounting information.

PCRS: Processing Adjustments and Funds Availability

Participants will learn: How to process & modify adjustment transactions for payroll expenditures; How to set up alternate accounts and manage insufficient funds; How to process and modify expenditure accounting (XA) information for a payroll charge.

(CPE Credit 3)

Prerequisite: None

Target Audience: Staff responsible for payroll related activities.

PCRS: Labor Distribution

Participants will learn: How to edit, distribute, track, and summarize employee labor costs for posting to MMARS by using an optional PCRS function that distributes labor costs to multiple accounts; How to process modifications to post exceptions.

(CPE Credit 3)

Prerequisite: None

Target Audience: Payroll Staff

Designing and Processing PCRS Information Warehouse Queries Using MS Access:

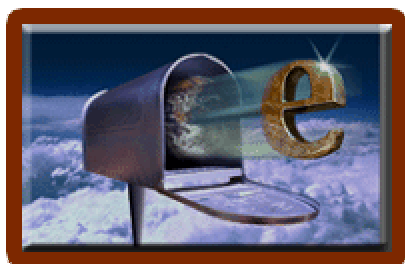
Participants learn how to build and run PCRS Queries.

Commonwealth of Massachusetts Office of the Comptroller Training Schedule



FY2004 Training Schedule

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